

## **PURCHASING DIRECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Purchasing Director exists is to direct the activities of the City's Purchasing division consisting of Purchasing, Warehouse, Graphics and Mailroom functions, to support the goals of the organization and provide quality service through teamwork, shared responsibility and innovative solutions. This classification is supervisory. Work is performed under independent supervision by the GM, Financial Services.

### **ESSENTIAL FUNCTIONS**

Recommends policies, programs, guidelines and regulations for meeting the procurement needs of the City for adoption by executive team and City Council.

Coordinates procurement activities with the City Attorney, Risk Management Director, Chief Environmental Officer and other staff to assure all requirements are met while achieving the highest quality service.

Demonstrates sound planning and fiscal skills in scheduling division tasks and preparing and monitoring budgets.

Assures that the purchasing programs provide superior customer service and are managed so that maximum benefit is derived by the City.

Administers personnel responsibilities for division employees; placing emphasis on employee involvement, learning and knowledge; communicating City values and supporting City open door policy.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

The methods, policies and procedures used by the public sector in the procurement of a variety of supplies, services, and construction.

Contract law, contract negotiation, evaluation and award.

Warehousing, inventory control and the activities associated with forms management, mail services, and a full service graphics shop.

Ability to:

Sit 85%, walk 10% and stand 5% of work day.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Supervise a staff of professional and clerical personnel.

Work under pressure and handle multiple priorities.

Prepare and monitor budgets.

Research and evaluate products and services.

Draft solicitation and contract documents.

Comprehend and make inferences from complex written material, and verbal and/or written instructions

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Communicate courteously and effectively both orally and in writing.  
Establish and maintain effective working relationships with City Council, City staff at all levels, citizens and private sector contractors and professionals.  
Represent and support organizational values and strategies.  
Maintain regular and consistent attendance and punctuality.

**Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Business Administration, Procurement or a related field and five years progressively responsible experience in Purchasing including experience supervising both professional and clerical staffs.

FLSA Status: Exempt

HR Ordinance Status: Unclassified